

# Montana Shared Catalog Executive Committee Meeting

## 13 December 2005

### State Library, Helena MT

**Members present:** Lee Phillips, member at large; Sarah McHugh, Mike Price, Jenny Stapp, Bob Cooper and Bruce Newell, Montana State Library; State Librarian Darlene Staffeldt; Sue Sillick representing special libraries; Ann Rutherford representing academic libraries; Beth Chestnut, representing school libraries; Alice Meister representing large public libraries; Kim Crowley, minute taker.

Meeting convened at 10:20 am with introductions.

#### **Discussion of MSC fiscal management: Sarah, Bruce, Darlene**

Since there are many new board members, Sarah McHugh gave an overview of the how the fiscal agent arrangement works, with all money flowing through Missoula Public Library. State Library, Executive Committee members and MPL representatives met with Don Allen (accountant and MSL Commissioner) last spring to talk about MSC fiscal matters. The accountant recommended that the MSC do one of two things:

1. Incorporate into a 501(c)3 nonprofit
2. Bring the MSC under the State Library

The current fiscal arrangement, especially the carryover of cash reserves, is legally tenuous. Much discussion ensued on the merits and/or drawbacks of each of the two possibilities. After over an hour of discussion it was decided that the best route would be to put the MSC under the umbrella of the State Library. To do so, we would need a vote of the membership. However, Darlene Staffeldt must start immediately to get this in motion. The idea would need to go to the Library Commissioners now, become a part of the Executive Planning Process, go to the governor in the summer, and finally go before the legislature. It would be May 2007 before the process is complete and, based on a membership vote, this process could be terminated at any time. To move the State Library idea forward, State Library staff were asked to write a "white paper" outlining the process and the pros and cons of each of the two possibilities. Executive Committee members were asked to talk to each of their constituents about the merits of this arrangement before it goes to a vote of the membership in January next.

Lunch was brought in from MacKenzie River Pizza.

#### **NetLibrary proposal: Kim Crowley**

Kim presented a plan to purchase, for the entire MSC, the new NetLibrary shared collection of 1,000 titles as well as access to the 3,995 titles already owned by Flathead County Library. The cost of this project is \$11,000 and will be paid by the Partner Libraries. Because Partner Libraries received a healthy ILL reimbursement for their successful resource sharing endeavors, they would like to purchase the collection as a

gesture of goodwill to the rest of the MSC. Executive Committee Members thanked the Partner Libraries for this generous purchase.

**Unexpended new server balance: Mike Price**

There is a balance of \$9,297.34 remaining from the members' share of the MSC server purchase. Mike recommended that this money be spent on upgrading a circuit to the server room that will eventually allow a back-up external generator to be installed. The money would also be spent to enable 8 more ports on the existing two switches that will allow us to attach the new Director's Station servers.

**MOTION:** Beth Chestnut motioned that the extra money from the server purchase be used to purchase the additional equipment and services for the server room. Alice Meister seconded and the motion passed unanimously.

**Budget update: Sarah McHugh**

Sarah again spoke of the \$120,966 unencumbered cash balance in the MSC budget. This money needs to be spent down before moving the fiscal management of the MSC to the State Library (which is dependent on a vote of the entire membership). Planned expenditures total \$66,558:

Dell server	\$11,235
Director's Station software	\$42,700
SAN Hardware for new server	\$8,623

This leaves an unexpended balance of \$58,408. Other SIRSI products that membership is interested in include: SIRSI Single Search, SIRSI Resolver, and SIRSI NCIP interface; the Collection Exchange Module and Collection Agency Interface were also mentioned. (All these products are listed, with cost, on *MSC Unencumbered Cash Forward* handout.) It was proposed that any library wanting to purchase the Collection Agency Module can do so on their own and the costs would be handled as a pass-through, the same as SIP2 costs. There was discussion about the possibility of crediting back the cash to libraries, and discontinuing charging a contingency fee to libraries. It was decided to keep the "contingency" fund but to restructure the budget and call the fund formerly known as the contingency fund the "product development and maintenance" fund. Alice Meister reminded the executive committee that transportation to move collections around the state is a major need and we should be thinking about how the MSC can contribute to a statewide transportation mechanism for library materials. She also talked of the need to market the MSC to residents of the state who might not be aware of what the Montana Shared Catalog actually is.

**MOTION:** Lee Phillips moved that Darlene Staffeldt initiate the discussion (with Library Commission and Legislature) that the MSC align with the State Library for our fiscal organization and management, in lieu of forming a 501(c)3 corporation, pending a vote of the entire membership by January 10, 2006. Ann Rutherford seconded and the motion passed unanimously.

**MOTION:** Alice Meister motioned that we elect Lee Phillips as chair of the MSC Executive Committee and Marilyn Trosper as vice-chair (if she accepts; she was not

present) and that duties begin immediately. Sue Sillick seconded and the motion passed unanimously.

Meeting was adjourned at 3:00 pm